

## FIELD DOCUMENT ROUTING AND ACTION RECORD

INSTRUCTIONS: Routing designations, either individuals or units, are to be placed in the "TO" column. Comments are to be numbered to correspond to the number in the "TO" column. Each comment is to be underlined with a line drawn across the "COMMENTS" column. Each recipient of the attached document is to place his initials in the proper space following the corresponding numbered routing. The date the document is forwarded to the next routing is to be placed in the proper column. The last routing on this sheet shall be the unit in which the basic document is to be filed. If the holding unit is other than the central files, the central file shall be the next to the last routing to insure proper central clearances. THIS DOCUMENT ROUTING AND ACTION RECORD IS TO REMAIN ATTACHED TO THE BASIC RECORD DOCUMENT AS A PERMANENT RECORD.

FROM				DOCUMENT SYMBOL AND NUMBER	
Program Coordinator, Training <i>G.C.</i>				DOCUMENT DATE 21 Oct 1960	
				ACTION SUSPENSE DATE	
TO	LOCATION	DATE FORWARDED	OFFICER INITIALS	COMMENTS	
1. c/PPS		<i>24 Oct</i>	<i>✓</i>	<i>OK - I agree. No hurry</i>	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

25 YEAR RE-REVIEW

DOCUMENT PROCESSING DATA		
INDEXED		
ABSTRACTED		
FILE NUMBER		